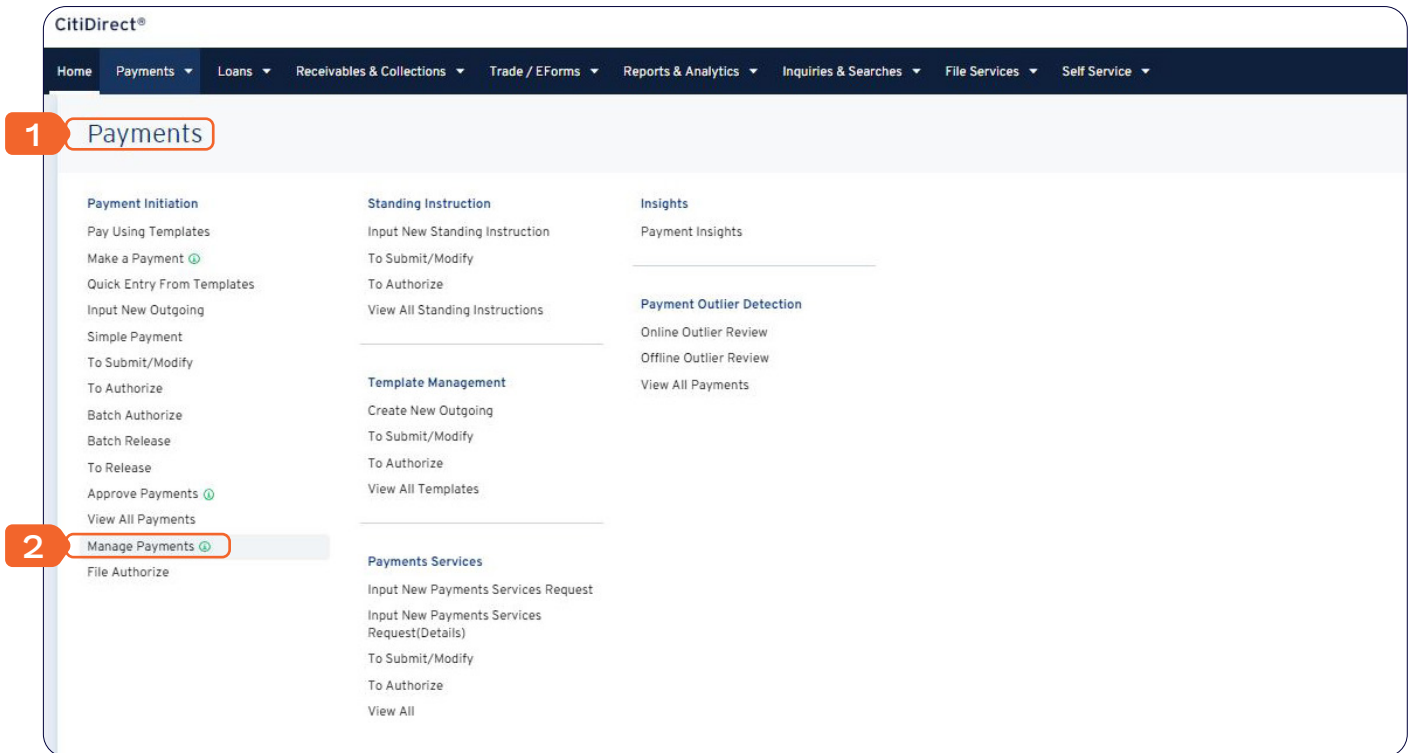


CitiDirect® Manage Payments Quick Reference Guide

Get Started

To get started, hover over the **Payments** menu option and select **Manage Payments** menu.



If this option is not visible to you, please contact your company’s Security Manager for assistance in entitlements.

From the **Manage Payments** screen you will be able to see the “big picture” of your payments across status categories, view all payment details including end-to-end transaction lifecycle tracking information, download/print a proof of payment PDF, and more!

1. Summary Counts of Payments

Each card (All Payments, Awaiting Approval, etc.) provides a summary count of payments per logical category. Besides this, you can also quickly display each category's payments by clicking on each card as desired.

The screenshot shows the 'Manage Payments' interface in CitiDirect. At the top, there are filter fields for Transaction Reference, Account No./Name, Beneficiary, Creation Date, and Value Date Range. Below the filters, there are four summary cards: '1046 All Payments', '31 Awaiting Approval', '4 Rejected / Returned', and '9 Released from Citi'. A fifth card, '1002 Beneficiary Paid', is highlighted in green. Below the summary cards is a table with columns: Value Date, Tran Ref, Status, Sub status, Ccy, Amount, Bene, Type, Payment Method, Beneficiary/Remitter Acco., and Actions. The table contains 8 rows of payment transactions. A red box labeled '1' highlights the summary cards, and another red box labeled '2' highlights the table.

Value Date	Tran Ref	Status	Sub status	Ccy	Amount	Bene	Type	Payment Method	Beneficiary/Remitter Acco.	Actions
11/04/2023	NOHARM00000	Level 1 Authorization Requ...		PLN	1.50	benetrz		Cross Border Funds Transfer	70103000600000000001000450...	Details
11/04/2023	REFDFSSDF	Repair Required		PLN	3.00	ZAZOŁC GĘŚLA JAŻŃI	Local Payment	Domestic Funds Transfer	701030006000000000000000450...	Details
11/04/2023	NOHARM00000	Release Required		PLN	1.50	zabók geja jańiażęc...	Local Payment	Domestic Funds Transfer	481030150800000000000000350...	Details
11/04/2023	NOHARM00000	Invalid		PLN	1.50	benenamedr		Cross Border Funds Transfer	701030006000000000000000450...	Details
11/04/2023	NOHARMING	Invalid		PLN	1.00	benetrz	Local Payment	Domestic Funds Transfer	26 1030 1348 0000 0000 3162...	Details
11/04/2023	NOHARM00000	Invalid		PLN	1.50	benetrz	Local Payment	Domestic Funds Transfer	26 1030 1348 0000 0000 3162...	Details
11/04/2023	DFT0411	Level 1 Authorization Requ...		PLN	1.51	BENE	Local Payment	Domestic Funds Transfer	701030006000000000000000450...	Details
11/04/2023	WATSPUT0411	Level 1 Authorization Requ...		PLN	2.00	BENE	Local VAT Split Payment	Domestic Funds Transfer	701030006000000000000000450...	Details

2. How to Use Payment Tracker

Click on the **Payment Tracker** icon in **Actions** column or the **Status** column to view a payment's transaction history and enhanced payment lifecycle status information through participating banks and clearing systems, along with payment processing times and charges details.

The screenshot shows the 'Manage Payments' interface in CitiDirect. At the top, there are filter fields for Transaction Reference, Account No./Name, Beneficiary, Creation Date, and Value Date Range. Below the filters, there are four summary cards: '1046 All Payments', '31 Awaiting Approval', '4 Rejected / Returned', and '9 Released from Citi'. A fifth card, '1002 Beneficiary Paid', is highlighted in green. Below the summary cards is a table with columns: Value Date, Tran Ref, Status, Sub status, Ccy, Amount, Bene, Type, Payment Method, Beneficiary/Remitter Acco., and Actions. The table contains 8 rows of payment transactions. A red box labeled '1' highlights the 'Payment Tracker' icon in the Actions column of the first row, and another red box labeled '2' highlights the 'Status' column of the first row.

Value Date	Tran Ref	Status	Sub status	Ccy	Amount	Bene	Type	Payment Method	Beneficiary/Remitter Acco.	Actions
11/05/2023	NOVEM05B2	Processed	Sent for Settlement	PLN	0.01	Zietek Agnieszka	Local Payment	Domestic Funds Transfer	PL7710300019010885190002...	Payment Tracker
11/05/2023	NOVEM05B1	Processed	Sent for Settlement	PLN	0.01	Zietek Agnieszka	Local Payment	Domestic Funds Transfer	PL7710300019010885190002...	Details
11/05/2023	EXRPPV71	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000358020260...	Details
11/05/2023	EXRPPV72	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000358020260...	Details
11/05/2023	EXRPPV73	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000358020260...	Details
11/05/2023	EXRPPV74	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000358020260...	Details
11/05/2023	EXRPPV78	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000358020260...	Details
11/05/2023	EXRPPV714	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000358020260...	Details

Click on the **View Transaction History** toggle to show/hide the transaction history. Click on **Show Details** and **Hide Details** to expand/collapse the details for each tracker step respectively. The step number in the green circle indicates the current stage of the payment.

Payment Details

Details Tracker

Tracker

- 1 Payer: TRANSACTION SOLUTIONS PLO
Initiated On 12:07:44 PM GMT
- 2 Payer Bank: BANK HANDLOWY W WARSZAWA
Processed On 12:22:24 PM GMT+1,11/06/2023
- 3 Correspondent Bank: PKOBP Oddzial 2
- 4 Bene Bank: PKOBP Oddzial 2
- 5 Beneficiary: TEST EXPRES

Value Date	Tran Ref	Status	Sub Status	Ccy	Amount	Bene	Type	Payment Method
11/05/2023	NOVEM0582	Processed	Sent for Settlement	PLN	0.01	Zietek Agnieszka	Local Payment	Domestic Funds
11/05/2023	NOVEM0581	Processed	Sent for Settlement	PLN	0.01	Zietek Agnieszka	Local Payment	Domestic Funds
11/05/2023	EXRRPV11	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds
11/05/2023	EXRRPV12	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds
11/05/2023	EXRRPV13	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds
11/05/2023	EXRRPV14	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds

3. How to Get a Proof of Payment PDF

A payment's Proof of Payment PDF document, once available, can be downloaded and/or printed by simply clicking on the **Proof of Payment** icon in **Actions** column.

Proof of Payment In Progress!
Your Proof of Payment download is in process.

Value Date	Tran Ref	Status	Sub Status	Ccy	Amount	Bene	Type	Payment Method	Beneficiary/Remitter Account	Actions
11/05/2023	NOVEM0582	Processed	Sent for Settlement	PLN	0.01	Zietek Agnieszka	Local Payment	Domestic Funds Transfer	PL77103000190109	Details
11/05/2023	NOVEM0581	Processed	Sent for Settlement	PLN	0.01	Zietek Agnieszka	Local Payment	Domestic Funds Transfer	PL7710300019010985190002...	Details
11/05/2023	EXRRPV11	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000058020260...	Details
11/05/2023	EXRRPV12	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000058020260...	Details
11/05/2023	EXRRPV13	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000058020260...	Details
11/05/2023	EXRRPV14	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000058020260...	Details
11/05/2023	EXRRPV15	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000058020260...	Details
11/05/2023	EXRRPV16	Processed	Sent for Settlement	PLN	0.01	TEST EXPRES	Local Payment	Domestic Funds Transfer	PL92102039541000058020260...	Details

4. Additional Information

How to Find Specific Payments using Filters

If you want to modify the system's default filter, you can Add a new customized filter and save it for future use. As you may have various filtering needs to help you more easily and quickly find the payments you want, you can save multiple filters and set one of them as your default filter.

You can save multiple filters or change the default filter. This will make it easier for you to search for transactions.

The screenshot shows the CitiDirect 'Manage Payments' interface. At the top, there are search filters for Transaction Reference, Account No./Name, Beneficiary, Creation Date, and Value Date Range. A red circle with the number '1' highlights the '+ Add Filter' button. Below the filters, a table displays payment details with columns for Value Date, Tran Ref, Status, Sub status, Ccy, Amount, Bene, Type, and Payment Method. A red circle with the number '2' highlights the gear icon in the top right corner of the table. On the right side, an 'Adjust Filters' sidebar is open, containing various filter options like Transaction Reference, Account No./Name, Beneficiary, Creation Date, Value Date Range, Amount, Creation Method, Currency, Status, Processing Location, Customer Batch Reference Number, and Document Type. At the bottom of the sidebar are 'Reset Filters' and 'Apply' buttons.

How to Customize your Manage Payments table (grid)

You can add or remove columns by clicking on the gear icon in the top right corner of the table.

This close-up image shows the top right corner of the table. A red circle with the number '1' highlights the gear icon. A tooltip with the text 'Column' is positioned over the gear icon. Below the table, there is an 'Actions' section with icons for 'Details', a lock icon, and a refresh icon.

The data elements are logically categorized to help you find the ones you need faster.

The screenshot shows the CitiDirect 'Manage Payments' interface. The main table displays a list of payments with columns for Value Date, Tran Ref, Status, Sub status, Ccy, Amount, Bene, Type, and Payment Method. A sidebar titled 'Add Columns' is open on the right, allowing users to select columns to add to the table. The sidebar is categorized into sections: Payment Details, Beneficiary Details, Account Details, Date and Creation, and FX. A red circle highlights a '2' in the table, and another red circle highlights the 'Add Columns' sidebar.

To view more payments, click on the **page numbers** as needed.

“Fit View” has a scroll bar in the table to avoid displaying payments page by page.

The screenshot shows the CitiDirect 'Manage Payments' interface with a 'Proof of Payment In Progress!' notification. The main table displays a list of payments with columns for Value Date, Tran Ref, Status, Sub status, Ccy, Amount, Bene, Type, Payment Method, Beneficiary/Remitter Account, and Actions. A red circle highlights a '1' in the table, and another red circle highlights the 'Fit View' dropdown menu.

How to Print and Export your Manage Payments table

Click on the **Print** or **Export** icon to print or export payments from your Manage Payments table.

The screenshot shows the 'Manage Payments' interface in CitiDirect. The table displays various payment transactions with columns for Value Date, Tran Ref, Status, Sub status, Ccy, Amount, Bene, Type, and Payment Method. An 'Export' dialog box is open on the right side, showing options for the number of rows to export (8 or all 1,046) and the file type. A red circle '1' is placed over the 'Export' icon in the top right corner of the table, and a red circle '2' is placed over the 'Export' button in the dialog box.

How to View Totals for Selected Payments

Select **View Selected Total** to show the sub total for all selected payments (with option to Print the total details).

The screenshot shows the 'Manage Payments' interface with the 'Selected Rows Total' dialog box open. The dialog box displays the 'Grand Total in Base Currency' as 'PLN 4.50' and a table with 2 selected transactions. A red circle '1' is placed over the 'View Selected Total' button in the table, and a red circle '2' is placed over the 'Print' button in the dialog box.

Payment Currency	Payment Amount	Base Amount	Total Count
PLN	4.50	4.50	2

For more information, please refer to [Client Knowledge Center >>](#)